



DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

PUBLIC HEALTH SECTION CHIEF

Populations Health Statistics & Surveillance Section

POSTING DATE: December 10, 2012

CLOSING DATE: December 24, 2012*

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Department of Public Health employees

POSITION CONTROL NUMBER: 12655YW **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: Class Code 0563 MP 68/\$92,041- \$118,069

NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM

NOTE: Candidates must have applied for and passed the **Public Health Section Chief** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Preferred Skills:

- Understanding of population health statistics, including familiarity with state vital records and health related registries
- Understanding of laws/restrictions related to accessing/sharing confidential health data
- Knowledge of the principles and practices of quality assurance and improvement methods, as they relate to business operations
- Demonstrated ability to enhance levels of customer service.
- Experience in setting organizational goals, leading and motivating staff to meet those goals

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of public health with emphasis on public health administration of programs; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret laws, regulations and statistical reporting data; ability to develop health policies.

EXPERIENCE AND TRAINING

General Experience:

Three (3) years experience in a supervisory capacity in an organization with programmatic and/or regulatory responsibilities for promoting or protecting public health.

Substitution Allowed:

One (1) year as a Public Health Services Manager may be substituted for the General Experience.

Special Requirement:

1. Incumbents in this class may be required to periodically undergo tests or immunizations for communicable or infectious diseases.
2. Incumbents in this class may be required to undergo and successfully complete security background checks.
3. Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308

FAX: 860-509-7184 (if faxing, only one application is necessary)

EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.